

**Wichita Police Department Policy Manual**

Approved by: _____

Policy 507 - Child Sexual Abuse Cases

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Maintained by:
Investigations Division

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- 507.01 R Due to the sensitive nature of child sexual abuse cases and the immense impact such highly disturbing events have on their victims, all officers shall observe the following process when handling incidents of this nature which involve a victim under the age of sixteen (16):
- A. An officer, who first becomes aware of a case of child sexual abuse, whether from a dispatched call or through self-initiation, shall be responsible for:
 - 1. Contacting the reporting party;
 - 2. Obtaining the information necessary for case classification;
 - 3. Ensure the case is submitted and entered before the end of the shift
 - 4. Preparing and submitting all required reports, including a dictated report and any evidence which comes into his/her possession;
 - 5. It is mandatory that a field supervisor make the scene of all suspected child sexual abuse cases to determine whether the victim should remain in his/her home or should be taken into police protective custody (see Sections 508.01 [C], and 508.03).
 - B. The initial officer taking a report of child sexual abuse shall first attempt to gather sufficient information from a responsible third-party to cut a case. The officer will not interview the victim unless instructed by an EMCU supervisor to do so. Any interview of the victim by the initial officer will be limited to gathering sufficient information to determine whether the victim can remain in his/her home without being at risk of additional sexual abuse, or whether he/she should be taken into police protective custody.
 - C. If the victim is taken to a hospital, an arrest is made, or if the reporting officer believes the victim is at risk of additional abuse, the officer will advise his/her field supervisor. The field supervisor shall contact the on-call supervisor of the Exploited and Missing Child Unit (EMCU), who will determine whether an EMCU investigation team should be activated.
 - D. Should an EMCU investigative team, respond to the scene, the initial officer is still responsible for performing the above tasks.
- 507.02 Field supervisors shall be responsible for reviewing the circumstances of a child sexual abuse case with the initial reporting officer. Supervisors shall reasonably ensure that the victim is protected from additional abuse; the field supervisor shall contact the on-call EMCU supervisor for guidance if there is any doubt about the appropriate course of action.
- 507.03 Field supervisors shall notify the on-call EMCU supervisor immediately whenever:
- A. The victim of child sexual abuse is taken into police protective custody; or
 - B. The victim of child sexual abuse is admitted to a hospital; or
 - C. An arrest is made; or
 - D. If the reporting officer is unable to obtain sufficient information from a responsible third party to determine the victim's safety. The field supervisor shall contact the on-call EMCU supervisor prior to authorizing the reporting officer to interview the victim.
- 507.04 The EMCU on-call supervisor is responsible for:
- A. Responding in a timely fashion to requests for assistance from field supervisors;
 - B. Reasonably ensuring that the victim of sexual abuse is protected from additional abuse;
 - C. Activating an EMCU investigative team as required by the circumstances of the case.

- 507.05 At the discretion of either the field supervisor or EMCU on-call supervisor, a WPD Crime Scene Investigator will be utilized to process the crime scene or other evidence.

ROUTING OF SEXUAL ABUSE CASES:

- 507.06 All rape and sexual abuse cases in which the victim is under sixteen (16) years of age, as well as any incest cases in which the victim is under eighteen (18) years of age, shall be routed to EMCU. All other sexual abuse cases shall be routed to the Sex Crimes Section.
- 507.07 If any detective, other than an EMCU detective, discovers indications of a child sexual abuse case during his/her original case investigation, that case shall be turned over to EMCU. The EMCU detective assigned to the case shall continue the investigation of both the original crime and the child sexual abuse allegations to their final disposition.